

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
Personnel Class Specification

Office Assistant IV – Assignment Office – Civil Clerk

DEFINITION OF CLASS:

The Office Assistant IV is responsible for scheduling events, e.g., trials, motions, etc. as well as other duties that pertain to civil assignment. The employee is expected to have a thorough knowledge of organization, office practices, and make independent decisions in dealing with the public and employees.

This job description is utilized to give a broad overview of the Civil Clerk desk assignment. In the Assignment Office each desk assignment has its own unique job responsibilities. However, it is essential for employees of this office to learn all desk assignments, and to accomplish this, employees may be rotated among assignments. Desk assignment rotation provides each employee an opportunity to learn the various aspects of the Assignment Office and enhance his/her opportunity for future growth within the Circuit Court.

The Office Assistant IV reports directly to the Assignment Commissioner and Office Manager, and is ultimately responsible to the Court Administrator.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

EXAMPLES OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review incoming civil orders of court, memos, etc., and make all necessary updates to the computer and/or dockets.
- Work daily courtroom sheets and make the appropriate computer updates to reflect trial and event postings and dispositions.
- Attend the Track 2 Status-Pre-Trial Hearings. Clear trial dates, set motions dates, if necessary, and record all relevant information, i.e. interpreter needed, discovery extended, etc. Update computer to reflect what took place in the courtroom.
- Specially assign appropriate cases, e.g., Administrative Appeals, DCA-On the Record, etc. Update computer, process file, and place on judges' shelf for delivery to chambers.
- Process DCA Peace Bond cases.
- Process cases that need to be circulated. Record judges who disqualify and specially assign to next judge on rotation if five or more judges recuse.
- Review and disperse all incoming civil files to appropriate personnel.
- Review returned mandates from the Court of Special Appeals or Court of Appeals. Send to appropriate judge for review and instructions.
- Schedule trials (Track 0) when at-issue.
- Work all reports, e.g., Closed Case, Track 0-At Issue, etc. in a timely manner.
- Coordinate with Special Magistrate when files contain ripe motions; send files to Special Magistrate when appropriate and review and process any orders, memos, etc., that are received.
- Handle all civil quality control issues, e.g., reports, overrides, etc.
- Attend all quality control meetings that pertain to civil.
- Contact attorneys to check on status of upcoming civil trials, events, etc.
- Process stay orders when required.
- Work as a team with the DCM Civil Clerk and Civil Motions Clerk.
- Access and utilize FILETRAIL in accordance with established procedures.
- Prepare and maintain a desk manual listing all duties and responsibilities. Manual must be clear, concise, and provide a step-by-step description of each job responsibility. All procedures should be kept current.
- Consistently offer assistance to co-workers and management when able.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work the fulltime standard work schedule of 8:00 A.M. to 5:00 P.M. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Maintain a regular, punctual, and reliable level of attendance.
- Ability to work independently.
- Answer the telephones in a consistent and prompt fashion.
- Fulfill all front counter assignments.
- Adhere to all policies and procedures that have been established by the Assignment Commissioner and the Court.

- Ability to communicate effectively, orally and in writing, and exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, magistrates, attorneys, court personnel, and the public.
- Ability to work rotating assignments.
- Ability to perform multiple assignments effectively and proficiently.
- Ability to consistently demonstrate effective follow-through on both short and long-term assignments.
- Ability to lift stacks of court files to perform the essential functions of this position.
- Ability to handle stressful situations and maintain a professional demeanor when dealing with court personnel and the general public.
- Ability to read and write English.
- Possess good organizational skills.
- Understand basic legal terminology.

MINIMUM QUALIFICATIONS

- High school graduate or GED equivalent
- Three years of work experience in an office and/or court environment with a heavy emphasis on data entry.
- Excellent command of the English language, both orally and in writing.
- Minimum of two years of customer service experience.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel, and the general public.
- Basic knowledge of Microsoft Office Applications (e.g., Word, Excel, Access).
- An equivalent combination of experience and education may be substituted.

Steps to apply for employment opportunities within Court Administration:

1. [Download the Employment Application.](#) (PDF)

NOTE: The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free.

Class Code: 007414
Grade 14 (Non-Exempt)
General Salary Schedule: \$38,629 - \$62,768
Closing Date: October 10, 2018

2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.

Once you are finished, email the completed application, cover letter, resume, and writing sample to adminhr@mcccourt.com